

29 September 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Establishment of Technical Services Staff Photographic Training in the Clandestine Services

1. PROBLEM.--To provide additional space and facilities for a Photographic Training Program in the Recreation and Services Building in space released by the Office of Training.
2. ASSUMPTIONS.--Training courses in Basic Photography and Investigative Techniques are presently in approximately 1,300 square feet of space on the second floor of the Motor Pool Building in the rear of Qas Building.

## 3. FACTS BEARING ON THE PROBLEM.--

a. It is proposed to conduct basic and advanced photographic courses in the new quarters in the Recreation and Services Building and to retain the present space for the training of Investigative Techniques.

b. The proposed space will permit the training of 24 students in Basic and 8 students in the Advanced Photographic courses as contrasted to only 6 students under present conditions.

c. Courses in Basic Photography can only be given every five weeks since both the Basic Photography and the Investigative Techniques Courses are given in the same quarters. With the additional space for Photographic Training, both courses can then be given twice as frequently.

## 4. DISCUSSIONS.--

a. The proposed photo laboratory will occupy approximately 4,800 square feet of space and will include laboratory, office space, and classrooms.

b. As the training facilities are to be used chiefly for the training of covert personnel, the location in the Recreation and Services Building appears to be most feasible.

c. The possibility of using photographic laboratories already in operation was considered, but since they are being used by personnel for overt work it was deemed inadvisable to have any contact with covert personnel.

Security Information

X

d. It is estimated that the installations required for the laboratory will cost approximately \$23,525. The cost of the water refrigeration system and 17 stainless steel sinks for the Processing Room, approximating \$6755, has been budgeted and will be procured by the Technical Services Staff. The itemized list of estimates is shown in Appendix A.

e. A memorandum of justification is included in Appendix B. A floor plan showing the layout of the Training Area is shown on Appendix C. A memorandum from the Chief, Technical Services Staff, Technical Operations, to the Chief, General Services Office dated 10 August 1953 containing the concurrences by Chief, Administrative Staff, Deputy Director (Plans) and the Director of Training is included in Appendix D.

## 5. CONCLUSIONS.--

a. That the additional space and facilities are necessary and will materially increase the number of courses that can be given in the Basic and Advanced Photography Classes.

b. That the proposed relocation of the Basic Photography facilities permit an increase in the number of courses that can be given in the Investigative Techniques Classes in the existing space.

6. ACTION RECOMMENDED.--That approval be granted to obligate approximately \$23,525 for the renovations and installations of the additional space in the Recreation and Services Building.

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GSO:MM:aml

Chief, General Services Office

Attachments:

Appendices A, B, C, D

1/ Funds available. Project Review Committee recommended.

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E. R. Saunders  
Comptroller

1/ \$23,525 to be provided by General Services  
6,755 " " " " TSS"  
\$30,280

Date: 29 September 1953

ACTION BY APPROVING AUTHORITY:

Approved.

Date: 2 Oct 53

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L. K. White

Acting Deputy Director (Administration)

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing attachments A, B, C, D